

**VACANCY**  
**Post of Chairperson, Board of Studies in Allied Health Sciences**  
**Faculty of Graduate Studies University of Ruhuna, Matara**

Applications are invited from suitably qualified academic members of the Faculty of Allied Health Sciences, University of Ruhuna, Matara, Sri Lanka, for the position of Chairperson of the Board of Studies in Allied Health Sciences, Faculty of Graduate Studies, University of Ruhuna.

**Qualifications**

A permanent academic staff member of the Faculty of Allied Health Sciences, relevant to the Board of Studies (BOS), holding the position of Senior Professor or Professor, is eligible to apply for this post.

However, in exceptional circumstances (such as the unavailability of qualified staff), the Board of Graduate Studies, on the recommendation of the Dean of the Faculty of Graduate Studies, may appoint a person other than a Senior Professor or Professor as Chairperson, based on a unanimous decision. (Reference: FGS Ordinance No. 05 of 2020, published in the Gazette of the Democratic Socialist Republic of Sri Lanka, Extraordinary, No. 2213/11 dated 02.02.2021, Section 7(3)).

**Application Procedure**

Interested candidates must submit an application along with a self-assessment report based on the selection criteria to the Deputy Registrar, Faculty of Graduate Studies on or before **16.01.2026**

Incomplete applications will not be considered for evaluation. The application should include:

1. A completed application form.
2. An updated Curriculum Vitae (CV).
3. A self-assessment report, prepared according to the marking scheme in the selection criteria, with all relevant documentary evidence.

Duly completed application forms should be submitted to:

Deputy Registrar,  
Faculty of Graduate Studies,  
University of Ruhuna,  
No. 115, Sri Dharmarama Road,  
Ginigasmulla, Fort, Matara.



Deputy Registrar  
Faculty of Graduate Studies  
University of Ruhuna  
16.12.2026

## **FACULTY OF GRADUATE STUDIES**

### **GUIDELINES FOR THE SELECTION OF THE CHAIRPERSON/BOARD OF STUDY**

1. SAR/FGS shall call applications from eligible internal academic staff of the Faculty relevant to the particular Board of Study (BOS).
2. Applications for the Chairperson shall be invited **two (02) months** prior to the expiry of the term of office of the incumbent Chairperson. The advertisement shall accompany the selection criteria approved by the UOR.
3. Permanent members of the academic staff of the Faculty relevant to the BOS, holding **the positions of Senior Professor and Professor**, are eligible to apply for the post of chairperson.  
\*However, in exceptional circumstances (such as unavailability of qualified staff), on the recommendation of the Dean of the Faculty of Graduate Studies (FGS), the Board of Graduate Studies (BGS) may, on a unanimous decision, appoint a person other than a Senior Professor or Professor as Chairperson. (FGS Ordinance No. 05 of 2020 published with the Gazette of the Democratic Socialist Republic of Sri Lanka, Extraordinary, No. 2213/11 dated 02.02.2021. Section 7 (3))
4. Interested individuals shall prepare applications along with a self-assessment report based on the selection criteria and submit to the SAR/FGS. Incomplete applications will not be considered for the evaluation.  
The application should include;
  - i) A completed application form
  - ii) An updated CV of the applicant
  - iii) A complete self-assessment report prepared according to the marking scheme given in the selection criteria
  - iv) Relevant documentary evidence when requested by the SAR/FGS

Note: SAR/FGS shall request the documentary evidence when there is more than one applicant.

5. When there is more than one applicant, Dean/FGS shall select the candidate with the highest marks to be appointed as the Chairperson/BOS with the recommendation of the BGS. A special committee can be appointed for this purpose and the committee should include the Dean / FGS and two other BGS members.

Criteria for the Selection of Chairperson/Board of Study, Faculty of Graduate Studies,  
University of Ruhuna

The candidate's academic qualifications, contribution to institutional development, research profile and administrative experience would be approved by the BGS, UOR.

**1.0 Scholarship, Teaching and Academic Development**

1.1	Academic Qualifications	Limit
1.1.1	Doctorate or equivalent higher degree	4 points
1.1.2	MPhil	2 points
1.1.3	Masters' degree with full time 2-years research component	2 points
1.1.4	Any other Masters' degree with less than 2 years research component	1 point
1.2	Service as an academic	
1.2.1	Senior Professor 1.5 points / year	No limit
1.2.2	Professor 1 point /year	No limit
1.2.3	Associate Professor (0.5 point / year)	No limit
1.2.4	Senior Lecturer (0.25 point / year)	No limit
1.3	Postgraduate Supervision* <sup>1</sup>	
	Principal supervisor	
1.3.1	Ph.D - 4 points degree	No limit
1.3.2	M.Phil. (Two-year full time research degree) - 3 points/degree	No limit
1.3.3	Any Masters' degrees of full time 2-years research component - 3 points/degree	No limit
1.3.4	Any Masters' degrees of 2 years duration, with a research component of one year duration and a credit value not less than 30 - 1 point/program /year	Max. 10
1.3.5	Any Masters' degrees of 2 years duration, with a research component of less than one year duration and a credit value of 15-29 – 0.5 point/program /year	Max. 10
	Co supervisor	
1.3.6	Ph.D - 3 points degree	No limit
1.3.7	M.Phil. (Two-year full time research degree) - 2 points degree	No limit
1.3.8	Any Masters' degrees of full time 2 years research component - 2 points degree	No limit
1.3.9	Any Masters' degrees of 2 years duration, with a research component of one year duration and a credit value not less than 30 – 0.5 point/program /year	Max. 10
1.3.10	Any Masters' degrees of 2 years duration, with a research component of less than one year duration and a credit value of 15-29 – 0.25 point/program /year	Max. 10
1.4	Institutional development	
1.4.1	Development of new degree programs- marks allocated according to contribution (completed and implemented) * <sup>2</sup> - 4 points per degree	Max. 12
1.4.2	Planning and development of new laboratories and research facilities including instruments - according to contribution (completed and functioning) * <sup>2</sup> - 3 points per project	Max. 09

### 1.4.3 Research grants received\*<sup>3</sup>

- (a) Funds received from international sources 1 point per US\$ 2500 or its equivalent (USD) Up to 10 points/grant **25 marks**
- (b) Funds received from national sources 1 point per LKR equivalent to USD 2500 at the rate in the year the grant is received **25 marks**

## 2.0 Research and creative work

### 2.1 Peer reviewed publications

- 2.1.1 Peer reviewed publications (including invited editorials in indexed journals) in recognized journals **No limit**
- I. Paper in a peer reviewed indexed journal\*<sup>4</sup> **5 points**
- II. Paper in a peer reviewed non-indexed journal that publishes at least two (02) issues per year **3 points**
- III. Paper in a peer reviewed non-indexed journal that publishes at least one (01) issue per year **2 points**

### 2.1.2 Peer reviewed Presentations at National/International Conferences/ Symposia

- (a) Published as full papers – up to 1 point/paper **Max. 15**
- (b) Published as an abstract – up to 0.75 point/abstract **Max. 15**

**Note 1** *The Candidate must produce evidence that the journals claimed under 2.1.1 are published at least twice a year and are indexed.*

**Note 2:** *For joint authorship, distribution of marks among authors shall be done according to the following the guidelines.*

- i) *For single-authored publications, the author will receive 100% of the marks allocated for the paper.*
- ii) *For publications with one additional author, the first author will receive 60% of the marks and the second author will receive 40% of the marks.*
- iii) *For publications by more than two authors, the first author will receive 40% of the marks and the other authors will receive an equal share of the remaining 60% of marks.*

**Note 3:** *If any Publication from Fake/Predatory journals is included, the applicant will be disqualified; however, the applicant shall be given a chance to defend himself/herself by producing evidence to prove that the relevant publication is not from a fake/predatory journal.*

- 2.2 Citation of the applicant's work by others in books and refereed journals (0.5 point per citation up to a maximum of 05 points per paper) **Max. 100**
- 2.3 Editor-in-Chief of journals - up to 1 points / journal / year **Max. 04**
- 2.4 Reviewer of an indexed journal\*<sup>4</sup> - up to 2 points / journal / year **No Limit**
- 2.5 Reviewer/Editorial Board Member of journals - up to 0.5 points / journal /year **Max. 02**

2.6	Patents in the relevant field	
	(a) National patent – up to 2 points / patent	Max.10
	(b) International patent – up to 4 points / patent	No limit
2.7	Recognized National/ International /Vice Chancellors awards up to 3 marks/award	No limit
<b>3.0</b>	<b>University and National Development Activities</b>	
3.1	Dean of a Faculty - 1.5 points/year	Max. 09
3.2	Director of University College or Institute - 1.5 points/year	Max. 09
3.3	Chairperson of a Board of Study in FGS/PGI - 1 point/year	Max. 06
3.4	Head of a Department of a University - 1 point/year	Max. 06
3.5	Director / Coordinator of a Centre /Unit or Equivalent Institution recognized by the Senate of the relevant University - 1 point/year	Max. 09
3.6	Coordinators of Postgraduate Programs - 1 point/year	Max. 03
3.7	Coordinators for University level Project/Activity - 1 point/year	Max. 03
3.8	Senior Student Counselor - 1 point/year	Max. 03
3.9	Proctor - 1 point/year	Max. 03
3.10	Deputy senior student counselor - 1 point/year	Max 03
3.11	Deputy Proctor - 1 point/year	Max. 03
3.12	Student Counselor - 0.5 point/year	Max. 03
3.13	Career Guidance Counselor - 0.5 point/year	Max. 03
3.14	Academic Counselor - 0.5 point/year	Max. 03
3.15	Warden of a Residential Hall - 0.5 point/year	Max. 03
3.16	President/Secretary/Treasurer of an approved Society in the University - 1 point/year	Max. 03
3.17	President/Secretary/Treasurer in University Teacher's Union/University Alumni Associations at National level - up to 1 point/year	Max. 03
3.18	Membership of Councils, Boards of Management/ Boards of Study in other Universities/Higher Educational Institutes (not ex-officio posts) - 1 point/year	Max. 03
3.19	Any other University Development Activities - 1 point/activity	Max. 03

\*<sup>1</sup> Marks will be allocated only for degrees which has been successfully completed. For degrees with more than one co-supervisor, each co-supervisor will receive an equal share of the allocated marks.

\*<sup>2</sup> Coordinator of the project will get 50%, and the other 50% will be divided among the other members of the team

\*<sup>3</sup> In Multi-party Grants, the amount of the funds allocated for the University of Ruhuna will be used as the basis for calculation. For Grants with one co-investigator (CI), the Principal Investigator (PI) will receive 60% of the marks and the CI will receive 40% of the marks. For Grants with more than one CI, PI will receive 40% of the marks and the CIs will receive an equal share of the remaining 60% of marks.

\*<sup>4</sup> Recognized indexed journals are listed under:

I. Science Citation index (SCI)/SCI Expanded

II. Social Sciences Citation index

III. Arts and humanities Citation index

IV. Library and Information Science Abstracts (LISA)

V. Library, Information Science and Technology Abstracts (LISTA)

### **Minimum qualifying criteria**

To be qualified to apply, a candidate;

1. Should possess PhD or MD (medical)
2. Should have been a supervisor (Principal or Co-supervisor) of at least one PhD / one MD or one MPhil degree or as the principal supervisor of four Master degrees of SLQF Level 10.
3. Should have published at least two (02) papers in recognized indexed journals\*<sup>4</sup> or five (05) peer review publications in non-index journals.
4. Should have scored a minimum of 05 marks from Section 3

**Note:** A candidate shall not be given more than 50 marks for the Section 3

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# APPLICATION FOR THE POST OF CHAIRPERSON OF BORD OF STUDIES

1. Name
2. Designation
3. Date of Birth
4. Official Address
5. Permanent Address
6. Email
7. Phone (Mobile)
8. Phone (Residence)
9. Date of First appointment to :  
the University of Ruhuna

## 10. Educational Qualifications (PhD/MD, MPhil/MSc/MA, Bachelor's degree)

Name of the University	From	To	Field of Study	Class/ Grade	Effective date

## 11. Professional Qualifications and Experience

Position held	From	To
Prob. Lecturer		
Lecturer		
Senior Lecturer Grade II		
Senior Lecturer Grade I		
Associate Professor		
Professor		
Senior Professor		

12. Memberships\*<sup>1</sup>

Organization	Year
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13. Fellowships\*<sup>2</sup>

Organization	Year
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14. Conflicts of interest (please select)

I hereby declare that, to the best of my knowledge and belief, I have no conflicts of interest.

I declare the following conflicts of interest

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I hereby certify that the particulars submitted by me in this application are true and accurate. I am aware that if any of particulars are found to be false or inaccurate, I am liable to be disqualified before the evaluation of the application, and to be dismissed without any compensation, if fraudulent, false or inaccurate claims are detected after the appointment.

I agree to take up the post of Chairperson in relevant BOS, if selected from the given date of appointment without any conditions.

Signature of the applicant \_\_\_\_\_

Date \_\_\_\_\_

\* <sup>1</sup> Memberships in professional bodies at National Level

\*<sup>2</sup> Fellowships awarded by professional bodies, Postdoctoral Fellowships